



HIA Timesheets - User Guide for Apprentices

Table of Contents

1	Introduction	1
2	Conventions	1
3	Login	2
3.1	Forgotten Password	3
4	Main Menu	4
5	Timesheets	5
5.1	View Timesheets	5
5.2	Create Timesheets	5
5.2.1	Hours Worked	6
5.2.2	Multiple Work Types in a Day	7
5.2.3	Copy down	8
5.2.4	Copy Last timesheet	8
5.2.5	No hours Worked for Pay Period	9
5.2.6	Allowances	9
5.2.7	Notes	10
5.2.8	Calculate	10
5.2.9	Supervisor	10
5.2.10	Save	11
5.2.11	Close	11
5.2.12	Save & Submit	11
5.2.13	Submit & Approve	12
5.2.14	Rejected Timesheets	12
5.2.15	Approved Timesheets	13
5.2.16	Delete Timesheets	14
6	Placements	14
7	My Profile	14
8	Notifications	15
9	Logout	15
10	Frequently Asked Questions	15



1 Introduction


This guide has been designed to assist Apprentices with accessing and utilising the HIA Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, creating a timesheet, submitting a timesheet and correcting a rejected timesheet.

It will also show you how to view your Placement and Personal Details and reset your password.

2 Conventions

The following symbols are used in this guide.

Symbol	Purpose
	Indicates an item of important information.



Welcome to the HIA Online Timesheet System.

As an Employee you will be able to access this system to enter your timesheets electronically and submit them to your host for approval or have your host approve them 'on the spot' via your mobile device.

Within the online timesheet system you will also be able to view your Timesheets, Placement Details, and User Profile.

The HIA Online Timesheet System can be accessed from any computer or mobile device with internet connection, including lap tops, tablets and mobile phones.

3 Login

When your Employer has registered you as an HIA Timesheets User you will receive a Welcome Email that will include your Username and the Initial Password required to Login in to the system along with the web address required to access your Company's Online Timesheet System.

To access the system click on the link in your Welcome Email

Ensure 'Employee' is displayed in the User Type field

Enter your Username (email address) and password exactly as it appears in the Welcome Email and click **Login**

When you log in for the first time, you will be required to enter a New Password

Enter a new password and click **save**



To close out of this screen they click **close**

3.1 Forgotten Password

If you have forgotten your password click **Forgot Password**.

A screenshot of the HIA apprentices login page. At the top left is the text 'HIA apprentices the best in the business' next to the HIA logo. Below this is the title 'Online Timesheet System'. There are three input fields: 'User Type:' with a dropdown menu showing 'Employee', 'Username:', and 'Password:'. Below the password field is a checkbox for 'Remember Me' and a link for 'Forgot Password'. A green 'Login' button is centered at the bottom. At the very bottom, it says 'Database: HIA SANDBOX'.

In the Reset Password screen check the User Type is Employee and enter your Username.

A screenshot of the HIA apprentices 'Reset Password' page. It features the same header as the login page. The 'User Type:' dropdown is set to 'Employee'. There is a 'Username:' input field. Below it, the text reads: 'Enter your username and click 'Reset Password' to have your password reset and emailed to you.' A green 'Reset Password' button is centered. Below the button is a link '< back to login'. At the bottom, it says 'Database: HIA SANDBOX'.

Click **Reset Password** and a temporary password will be emailed to you.

To return to the Login Screen click **< back to login**.

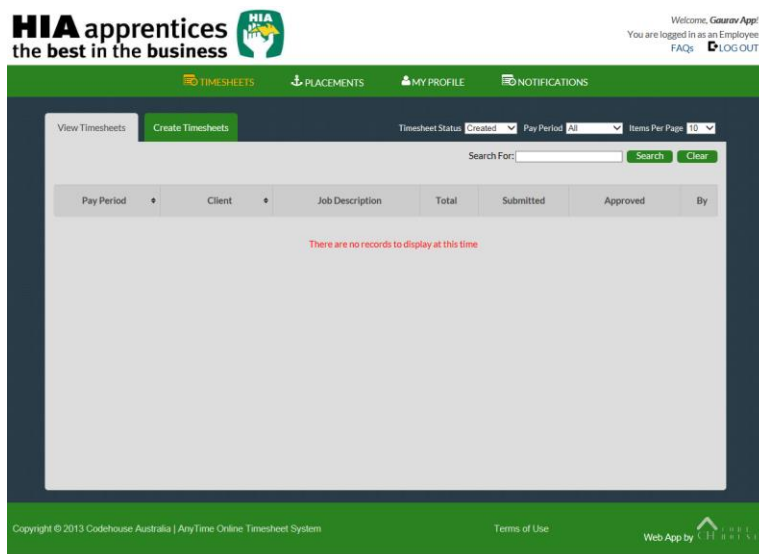


4 Main Menu

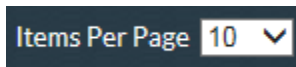
The Main Menu of the Employee Screen consists of the following

- Timesheets
- Placements
- My Profile
- Leave

Each screen can be accessed by clicking on the heading and then the relevant tab



When viewing details in any screen you can select the number of records that display on the page by selecting the amount from the 'Items per Page' field.



To move between pages use the scroll arrows or page numbers at the bottom of the screen.



You can also filter on details displayed in screens by entering the data in the 'Filter

For' field and clicking .





5 Timesheets

5.1 View Timesheets

Here you can view timesheets filtered by a Timesheet Status and Pay Period.

Use the drop down menus to select the Timesheet Status and Pay Period.

Pay Period	Client	Job Description	Total	Submitted	Approved	By
18/04/2016	GN Building	1st Year Carpentry Apprentice	88.00	✓		
17/04/2016	GN Building	1st Year Carpentry Apprentice	80.00	✓		
10/04/2016	GN Building	1st Year Carpentry Apprentice	80.00	✓		
22/11/2015	GN Building	1st Year Carpentry Apprentice	80.00	✓		
22/11/2015	GN Building	1st Year Carpentry Apprentice	80.00	✓		

You can select to view timesheets based on the following status:

Created: The timesheet has been created but has not been submitted to your host for approval. You can amend the timesheet and save.

Submitted: Indicates that the timesheet has been submitted to your host for approval. You may view the timesheet but cannot make any modifications.

Rejected: Indicates that your host has rejected the timesheet. You will receive an email notification indicating that the timesheet needs to be amended and then re-submitted. A red cross will appear next to these in the Approved column.

Approved Indicates that the timesheet has been Approved by your host. You may view the timesheet but cannot make any modifications.

5.2 Create Timesheets

As an employee you MUST enter a timesheet for each Pay Period and each Placement worked for the Pay Period.

When creating Timesheets you can log in and enter hours on a daily basis or enter hours for the entire pay period.



HIA Timesheets - User Guide for Apprentices

To create a Timesheet click **Create Timesheet** for the Placement you need to enter a timesheet for.

Client	Start Date	End Date	Job Description
GN Building	26/10/2015		1st Year Carpentry Apprentice

Your next Timesheet to be entered for the Placement will be displayed

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Mon (04/04)					8	Ordinary
Tue (05/04)					8	Ordinary
Wed (06/04)					8	Ordinary
Thu (07/04)					8	Ordinary
Fri (08/04)					8	Ordinary
Sat (09/04)						Ordinary
Sun (10/04)						Ordinary
Mon (11/04)						Ordinary
Tue (12/04)						Ordinary
Wed (13/04)						Ordinary
Thu (14/04)						Ordinary
Fri (15/04)						Ordinary
Sat (16/04)						Ordinary
Sun (17/04)						Ordinary



Note: To enter a timesheet for a future pay period click on the drop down menu in the Pay Period field. Click Future Timesheets and select the required pay period.

5.2.1 Hours Worked

Enters Hours for each day.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Mon (04/04)					8	Ordinary
Tue (05/04)					8	Ordinary
Wed (06/04)					8	Ordinary
Thu (07/04)					8	Ordinary
Fri (08/04)					8	Ordinary
Sat (09/04)						Ordinary




Select the required Work Type from the drop down menu if the hours entered relate to something other than the default work type

Work Types denote what the hours relate to and could include the following:



- Ordinary
- Rostered Day Off
- Public Holiday
- Annual Leave
- Sick Leave
- TAFE



Note: You cannot save a timesheet unless a Work Type has been selected.


If the following icon  is displayed to the right of the work type, you will be required to enter a note specifying the reason for the work type taken.



The note field will automatically pop up when the work type is selected and you will need to enter a note before being able to submit your timesheet.

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Mon (04/04)					8	Sick 
Tue (05/04)					8	Unwell 
Wed (06/04)					8	Ordinary 

5.2.2 Multiple Work Types in a Day


There may be days when you need to record hours against more than one Work Type, i.e.: If you worked half a day and then went home sick.


To enter hours against more than one work type enter the hours against the first Work Type and then click 

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type
Mon (04/04)					4	Ordinary 
Tue (05/04)						
Wed (06/04)	Mon (04/04)				4	Ordinary
Thu (07/04)	Mon (04/04)				4	Sick 
Fri (08/04)	Tue (05/04)				8	Ordinary
Sat (09/04)	Wed (06/04)				8	Ordinary
	Thu (07/04)				8	Ordinary
	Fri (08/04)				8	Ordinary


This will open an additional line for that day so the other hours can be entered against a new Work Type.











Note: You can enter any number of rows for any one day by clicking 

To remove a line that has been added click 


5.2.3 Copy down





The Copy Down function  allows you to copy hours down your timesheet


Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type		
Mon (04/04)					4	Ordinary		
Mon (04/04)					4	Sick		 
Tue (05/04)					8	Ordinary		
Wed (06/04)					8	Ordinary		
Thu (07/04)					8	Ordinary		
Fri (08/04)					8	Ordinary		
Sat (09/04)						Ordinary		

When you click the Copy Down button the Start Time, Start Break, End Break, End Time and the Work Type will be copied to the end of the timesheet (excluding Sat and Sun).

5.2.4 Copy Last timesheet

If you have entered a timesheet for a previous Pay Period for the same Placement and your Hours Worked and Work Types are exactly the same as those in the previous pay period you can click  to automatically complete your timesheet.

Thu (14/04)	8	Ordinary	
Fri (15/04)	8	Ordinary	
Sat (16/04)		Ordinary	
Sun (17/04)		Ordinary	

Supervisor:  I did NOT work this period.

Allowance
 Note

This function will automatically populate the Start Time, Start Break, End Break, End Time, and Work Type based on the last timesheet entered.



Note: Any Allowances entered in the previous timesheet will also be copied across to the current timesheet.



5.2.5 No hours Worked for Pay Period

If you did not work for the pay period you are still required to submit a timesheet.

To submit a timesheet for no hours worked, leave the timesheet hours blank and tick the 'I did NOT work this period' check box.

Tue (12/04)	<input type="text"/>	Ordinary	▼	+
Wed (13/04)	<input type="text"/>	Ordinary	▼	+
Thu (14/04)	<input type="text"/>	Ordinary	▼	+
Fri (15/04)	<input type="text"/>	Ordinary	▼	+
Sat (16/04)	<input type="text"/>	Ordinary	▼	+
Sun (17/04)	<input type="text"/>	Ordinary	▼	+

Supervisor: ▼ + I did NOT work this period.

▸ Allowance

▸ Note

Click [Save & Submit](#)

5.2.6 Allowances

The Allowance section of your timesheet is set up by your Employer and may include such things as Shift, Dirt, Tool, Crib and Meal Allowances.

To open the Allowance section of your timesheet click [▸ Allowance](#)

▾ Allowance		
Week Day	Travel Allowance	Meal Allowance
Mon (04/04)	<input type="text"/>	<input type="text"/>
Tue (05/04)	<input type="text"/>	<input type="text"/>
Wed (06/04)	<input type="text"/>	<input type="text"/>
Thu (07/04)	<input type="text"/>	<input type="text"/>
Fri (08/04)	<input type="text"/>	<input type="text"/>
Sat (09/04)	<input type="text"/>	<input type="text"/>
Sun (10/04)	<input type="text"/>	<input type="text"/>
Mon (11/04)	<input type="text"/>	<input type="text"/>
Tue (12/04)	<input type="text"/>	<input type="text"/>
Wed (13/04)	<input type="text"/>	<input type="text"/>
Thu (14/04)	<input type="text"/>	<input type="text"/>
Fri (15/04)	<input type="text"/>	<input type="text"/>
Sat (16/04)	<input type="text"/>	<input type="text"/>
Sun (17/04)	<input type="text"/>	<input type="text"/>

Enter the Units/Hours against the day and allowance you are entitled to.



Note: When using the Copy Last Timesheet feature any allowances entered in the previous timesheet will be carried across to the new timesheet.



5.2.7 Notes

You can enter notes for either your Host or Employer in the Note section

To Open the Note section click

Enter notes into the field as required.



Note: When using the Copy Last Timesheet feature any notes entered in the previous timesheet will not be carried across to the new timesheet.

5.2.8 Calculate

If you have made changes to the Start or End Times in the timesheet you can recalculate the Hours by clicking

5.2.9 Supervisor

The supervisor displayed on your timesheet will default to the Supervisor assigned to your placement.

To amend the Supervisor, select the new supervisor from the drop down menu

To add additional Supervisors click and select them from the drop down menu



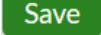
Note: If you amend the supervisor then the default supervisor will not be able to access your timesheet. If both Supervisors need to access your timesheet please click and add an additional supervisor.

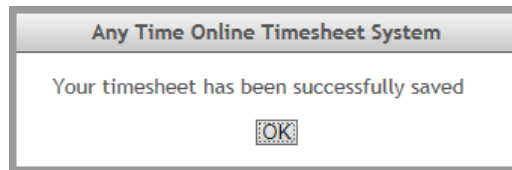


Once you have finished in the timesheet screen you have 4 options

- Save
- Close
- Save & Submit
- Submit & Approve

5.2.10 Save

To save the data you have entered in your timesheet and not submit it click 




Click 

This will save the timesheet and you can reopen the timesheet by clicking on the timesheet in the View Timesheet tab and make changes to it at a later time.



Note: A timesheet can be edited at any time during the pay period but once a timesheet has been submitted no changes can be made.

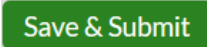
5.2.11 Close

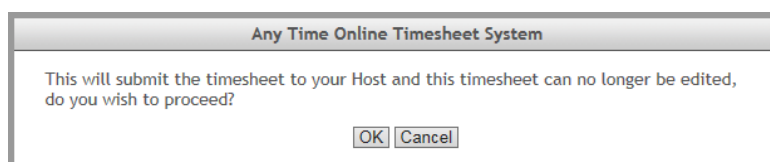
If you want to close out of the timesheet screen and not save any of the changes you have made click 

This will return you to the View Timesheet screen and no changes that were made in the Timesheet screen will be saved. If you had opened a new timesheet this will also not have been saved and you will need to create the timesheet for the pay period again.

5.2.12 Save & Submit

When you have checked that the hours and other details on your timesheet are correct, your timesheet needs to be submitted so your Host can Approve it.

To submit your timesheet for you Host to approve at a later time click 





Click **OK** to confirm you wish to submit the timesheet or to **Cancel** return to the Timesheet screen to make additional changes.

Your Host will be notified by Email (SMS) that you have submitted your timesheet

5.2.13 Submit & Approve

The Submit & Approve feature enables you to submit your timesheet and have your Supervisor Approve it immediately.

To have your Supervisor Approve your timesheet 'on the spot' click **Submit & Approve**

You will then see the following screen where you can select your Supervisor and they can log in and approve your timesheet.

The image shows a 'Supervisor Approval Login X' form. It features a dropdown menu for selecting a supervisor, currently set to 'Gaurav Supervisor'. Below this are input fields for 'Username' (containing 'g.nelson@bigplans.com.au') and 'Password'. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

5.2.14 Rejected Timesheets

If there is an error in your timesheet your Host can reject it.

When rejecting your timesheet the Host must specify a reason it was rejected.

You will receive an Email (SMS) notifying you that your timesheet was rejected and the reason why.

You will need to amend and re-submit any timesheet that has been rejected.

To view the rejected timesheets either click on the link in your email or log into HIA Timesheets and go to the View Timesheet screen.

The system will default to displaying the rejected timesheets in the View Timesheet screen

The image shows a screenshot of the 'View Timesheets' interface. The 'Timesheet Status' is set to 'Rejected'. A table displays the following data:

Pay Period	Client	Job Description	Total	Submitted	Approved	By
17/04/2016	GN Building	1st Year Carpentry Apprentice	80.00		✘	

Click on the Timesheet to be resubmitted.



This will open the timesheet in 'Edit' mode so that it can be amended.

Pay Period: 17/04/2016

▼ Gaurav App (GN Building)

Week Day	Start Time	Start Break	End Break	End Time	Hours	Work Type	
Mon (04/04)					8.00	Ordinary	+
Tue (05/04)					8.00	Ordinary	+
Wed (06/04)					8.00	Ordinary	+
Thu (07/04)					8.00	Ordinary	+
Fri (08/04)					8.00	Ordinary	+
Sat (09/04)						Ordinary	+
Sun (10/04)						Ordinary	+
Mon (11/04)					8.00	Ordinary	+
Tue (12/04)					8.00	Ordinary	+
Wed (13/04)					8.00	Ordinary	+
Thu (14/04)					8.00	Ordinary	+
Fri (15/04)					8.00	Ordinary	+
Sat (16/04)						Ordinary	+
Sun (17/04)						Ordinary	+
Total					80.00		

Supervisor: Gaurav Supervisor + I did NOT work this period.

▶ Allowance
 ▶ Notes - *Notes have been entered - please check these.*
 ▶ History

Current Status: **Rejected**

Save Calculate Save & Submit Submit & Approve Close

The Current Status of the timesheet will be displayed as Rejected

To view the reason your timesheet was rejected click [▶ Notes](#)

The rejected reason will appear in the Notes, along with the details of person rejecting the timesheet.

Rejected - Supervisor Gaurav Supervisor 11/05/2016 - 11:06

Rejected Reason: Enter hours for Sat 16/04

Amend your timesheet as required and then click [Save & Submit](#) or [Submit & Approve](#) to resubmit the timesheet as outlined above.

5.2.15 Approved Timesheets

Once your timesheet has been approved you will receive a notification Email to say it has been approved with the name of the Supervisor that approved it

You can view approved timesheets in the View Timesheets screen as outlined above.



5.2.16 Delete Timesheets

This feature allows you to delete and re-enter timesheets that may have been submitted in error.

To delete the timesheet the Employee needs to open the timesheet from the View Timesheet screen and click **Delete**



Note: Where the status of the timesheet is Approved or Rejected the timesheet cannot be deleted and the delete button will not be visible when viewing the timesheet.

6 Placements

On the Placement tab you can view details of all your current active placements including the Client Name, Start Date, End Date, Your Pay Cycle, Job / Award Description and Supervisor.

Client	Start Date	End Date	Pay Cycle	Description	Default Supervisor	PO's
GN Building	26/10/2015		Fortnightly	1st Year Carpentry Apprentice	Gaurav Supervisor	

7 My Profile

On the My Profile tab you can view your Name, Username, Email address and the date of Last Login.

Name	Username	Email	Mobile	Last Login
Gaurav App	g.nelson@hia.asn.au	g.nelson@hia.asn.au		11/05/2016

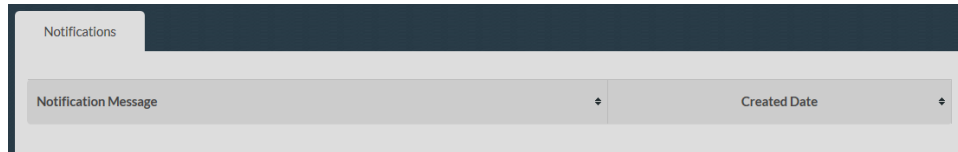
You can change your password in this screen by clicking **Change Password**

Enter a new Password as you did when you logged into the system the first time. For changes to email addresses and mobile numbers please contact your Employer.



8 Notifications

This screen displays any messages that have been previously viewed when opening the online timesheet system.



9 Logout

To log out of the HIA Online Timesheet system click on



10 Frequently Asked Questions

To view the frequently asked questions click

